

IEP Team Meeting Checklist: Out of State Student

Purpose: Review Out of State Information and Determine Initial Eligibility

Before the meeting:

- Receive/Request records from sending school**
 - Date stamp registration (designated school secretary)
 - Check with school for process to receive records
 - File in Student Record/ cumulative file

- Obtain copy of IEP (including expired)**

- Schedule IEP Meeting on master IEP calendar**
 - Within 30 days of registration (date stamp)

- Request your school's registrar or designated secretary to change the student's status in Synergy on the 'HCPSS' tab to 'Send to TIENET – IEP'.**
 - Information is transferred to *TIENET* within an hour from time the status change is saved.

- Prepare/Complete *Student Record Review Worksheet***
 - *Reminder that many forms and worksheets can be found in CANVAS in the DSE community under the Special Education Procedures and Guidelines Page > Special Education Handbook > Section 4 – Forms.*

- Gather and summarize the following information prior to IEP meeting date for each area of concern and send home summary/ documents you plan to present 5 business days prior to IEP meeting**
 - *Parent Questionnaire* form – PK-K
 - *Parent Questionnaire* form – School Age
 - *Teacher Report* form from each teacher including Related Arts/Electives
 - Elementary Student
 - Secondary Student
 - Existing data (including State and local assessments)
 - Observations by teachers or related service providers
 - Classroom-based assessments
 - Work samples
 - File review
 - Attempted interventions and data reflecting the student's response

- Create New Meeting Process, ensuring to select both *IEP Team Meeting Notice* and *IEP Team Meeting Report***

- Complete *Notice of Individualized Education Program (IEP) Team Meeting* (within *TIENET*, go to *Meeting Process*):**
 - Parents receive the notice at least 10 days before meeting
 - Select purpose(s) from drop down menu: *Develop and approve IEP. Plan and review transition services for students 14 and older if the student is 14, or will be during the upcoming IEP year*
 - Invite student if age 14 or older within the IEP year
 - Ensure notice lists all required IEP team members, including not less than one regular education teacher of the student, if the student is or may be participating in the regular education environment

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- On the notice, do not include names of those invited by the parent (e.g. lawyers, advocates, etc.)
- Mail both the *IEP Team Meeting Notice* and *Parent Input form***
 - *For students prior to Kindergarten, use the Information To Help Plan My Child's IEP form*
- Confirm attendance of parent and General Education Teacher**
 - Document attempts
 - *For students prior to Kindergarten who are not enrolled in a general education program, the early childhood special educator may also serve as the general educator*
- Confirm student attendance** (for student age 14 or older)
 - If the student is unable to attend, obtain and document information on the student's preferences and interests
- Bring the following information to the IEP meeting:**
 - Parent Rights Booklet, Parents Guide to Habilitative Services, Transition Planning Guide
- Prepare information/forms/sections for the meeting:**
 - *IEP Team Meeting Report* (within TIENET, go to *Meeting Process*)
 - *HC IEP, labeled as an "initial" IEP - only the following pages to document comparable services*
 - *Cover page*
 - *If eligibility has **not** been established in Maryland yet, the evaluation date on the cover page of the IEP should be the date from the incoming IEP, even if it is expired. This will be corrected once eligibility in Maryland has been established and a new initial IEP is in place.*
 - *If eligibility **has** been established in Maryland, then the date of the IEP meeting at which eligibility was established will be used as the most recent evaluation date.*
 - *Services*
 - *LRE*

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At the Meeting:

- Introduction of team members**
- Review and correct listing of IEP team participants on the *IEP Team Report* to reflect attendees**
- Confirm parent receipt of Parental Rights Booklet by checking box on cover page**
 - Provide copy of Parents Guide to Habilitative Services
 - If student is 14 years and older, provide copy of Transition Guide, getting parent signature of receipt
- State the purposes of meeting**
 - The purpose of the meeting is to review out of state IEP to determine and document comparable services
 - The purpose of the meeting is to review out of state records to determine initial eligibility for special education and related services or determine if additional assessment information is required
- Complete the *IEP Team Meeting Report* documenting review and discussion of the following in the appropriate sections on the IEP Team Meeting Report:**
 - *Student Record Review Worksheet*
 - *Parent Questionnaire* form
 - *Teacher Report* form from each teacher including Related Arts/Electives
 - Existing data (including State and local assessments)
 - Observations by teachers or related service providers
 - Classroom-based assessments
 - *Classroom Observation* form if one has been completed
 - Work samples
 - File Review
 - Attempted interventions and data reflecting the student's response
 - Data and information from the school's problem solving team (e.g., Student Support Team, Instructional Intervention Team), if available
- Determine initial eligibility based on out of state IEP and record review:**

Eligibility Not Determined	Eligibility Determined
<input type="checkbox"/> Recommend appropriate assessments	<input type="checkbox"/> Schedule IEP Team Meeting to develop/approve HC IEP
<input type="checkbox"/> Obtain written parental consent for evaluation	

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After the meeting:

- Review *IEP Team Meeting Report***
 - For all areas of documented discussions/decisions, select the “Add to IEP” box
 - Run spell check
 - Finalize *IEP Team Meeting Report*

- Finalize the IEP document reflecting comparable services (3 pages) – ask Tienet Support for help force finalizing this document.**

- File all paper work**

- Provide the parent(s) copy of *IEP Team Meeting Report* and finalized IEP no later than five business days after the meeting**

- Assessments recommended:**

Yes	No
<input type="checkbox"/> Complete assessments, when written consent is received	<input type="checkbox"/> Open new HC IEP, to include all pages: label as Initial
<input type="checkbox"/> Schedule IEP Meeting to review assessments within the timeline: <ul style="list-style-type: none"> • Reference your 60/90 timeline • See procedural safeguard for clarification 	<input type="checkbox"/> Document eligibility on Initial Eligibility Page <ul style="list-style-type: none"> • Date is the date when HC IEP Team held meeting determining eligibility • Date of consent to evaluate is the same date as meeting determining eligibility
<input type="checkbox"/> Follow Initial Eligibility Checklist/Review of Assessments	<input type="checkbox"/> Draft all pages of the HC IEP
	<input type="checkbox"/> Send home draft IEP (not services or LRE pages) with notice for next meeting: purpose to approve IEP
	<input type="checkbox"/> Follow Initial Eligibility Checklist